

FOR: County Offices

2003 FY-End Rollover for Conservation Programs

Approved By: State Executive Director

for

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1 BACKGROUND

Handbook 1-CONSV (Rev. 1) provides fiscal year closeout, rollover, and new fiscal year startup procedures and instructions for all conservation programs (CRES data) except for EQIP and GRP. The 2-CONSV Handbook provides these procedures and instructions for EQIP and GRP (CCC data). National Notice CONSV-88 gives additional information on rollover procedures.

Note: CRP has no ledger. Therefore, the above functions do not apply to CRP.

2 PURPOSE

The purpose of this notice is to provide County Offices with a time schedule and guidelines to complete the necessary procedures involved in closing out 2003 FY conservation programs. The guidelines will also emphasize the need to check on the automatic queue of September 30th month-end progress reports, and the steps to complete in the rollover process into FY 2004 on October 1, 2003, after Monthly Progress Reports have been automatically queued for transmission.

3 ACTION

County Offices shall:

- A Review this notice before September 30, 2003.
- B Request CRES and Conservation 305 State Committee Report. To assist the State Office with the balancing of funds within ledgers of all Conservation Programs (CRES and CCC), County Offices are asked to queue for transmission to the State Office the ACP-305 and CCC-305 State Committee Reports at **COB, Wednesday, September 24, 2003.**

BE SURE YOU SELECT "STATE COMMITTEE REPORT" AND NOT "MONTHEND."

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Disposal

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Distribution

Regular

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- C. Follow the guidelines in Exhibit 1 for all conservation (CRES) programs, other than CRP, and the guidelines in Exhibit 2 for EQIP and GRP. **Please follow the guidelines step-by-step. If you do something out of sequence, you may have problems from which you may not be able to recover.**

Note: All County Offices will be required to do the rollover process for both the EQIP and GRP (CCC data) and the CRES data systems even if the County has no allocation at this time. **The rollover of CCC data and CRES data are two (2) separate functions.**

- D. Run an accounting history of all conservation payment transactions during the 2003 FY. This list can be used to compare with the "earnings" entries on each Sequential Ledger Report.
- E. Call the State Office if you start having problems. It will save you trouble in the long run if you follow instructions throughout the entire closeout, rollover, and startup processes!

**FY-END ROLLOVER AND RECONCILIATION FOR ALL CONSERVATION
PROGRAMS (CRES DATA) OTHER THAN EQIP AND GRP**

Date	Activity
September 30, 2003	<ul style="list-style-type: none"> • Print the following: <ul style="list-style-type: none"> • A Sequential Ledger Report for each program and fund code in the CRES system. • The Sequential LTA Contracts/Agreements Report for all LTA programs and fund codes. • ACP-301 by close of business on September 30th. • Conservation Status Screen according to Part 4 of 1-CONSV (Rev. 1). This report must be screen printed. • Make certain all current FY AD-245 requests and all AD-245 approvals are loaded into the system. All partial and final performance must be posted to AD-245's. Canceled AD-245's and AD-862's must be canceled in the system. Verify that all data has been recorded using the Sequential Ledger Reports. • Verify that all refunds (program refunds and applicable program claim refunds), LTA contract approval amount adjustments, and all paid, canceled, and expired CCC-184's have entries on the Sequential Ledger Reports and/or the Sequential LTA Contracts/Agreements Report. • Verify all columns of the Sequential Ledger Reports are current and correct. • Be certain that all AD-245's and AD-862's with a performance date during 2003 FY have been queued for transmission.
Between September 30th and Fiscal Year Rollover	<p>You will not be able to access AD-245's, AD-862's, or ledgers. Monthly progress reports will be automatically queued and printed on October 1 after "start-of-day" and you may also print ledger reports during this time.</p>

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Date	Activity
October 1, 2003	<ul style="list-style-type: none"> Make certain that the September 30th monthend progress reports have been automatically queued for transmission before performing rollover. Make certain that the printed monthend progress reports have a "as of September 30, 2003" date before going any further. These reports should queue and print automatically. If they do not, call the State Office. Note: Do not delete the ACP-305 file for any reason. Before you complete the FY rollover process you will need to: <ul style="list-style-type: none"> Prepare an initialized tape cartridge for each County processed on the system. Backup the T.EU.TBL file. There will only be 1 T.EU.TBL per system (no matter how many counties you process). See Exhibit 3 of this notice for instructions. Follow paragraph 842 of 1-CONSV (Rev. 1) to complete the FY rollover. Make sure that all the September 30th activities, the automatic queuing of the monthend process report, and the file backup have been completed before you perform the rollover. After the file backup to tape during rollover, press "Enter" and print new FY reports and the allocation reduction report for ACP and Interim EQIP. <ul style="list-style-type: none"> Note: 2 copies of the allocation reduction report will be printed. File 1 of these reports in the County Office files and <u>fax the other copy of the report to the State Office by October 6, 2003. This report cannot be printed after rollover.</u> Do the rollover follow-up activities listed in paragraphs 842 F through 856 of 1-CONSV (Rev. 1). You may now proceed with new fiscal year activities for CRES Programs.

FY-END ROLLOVER AND RECONCILIATION FOR EQIP AND GRP

Date	Activity
September 30, 2003	<p>Print and carefully review the following:</p> <ul style="list-style-type: none"> • A CCC-1200 Status Report EEB715-R001 for all EQIP fund codes to ensure all CCC-1200 activity has been completed for the year. Make certain that all current FY CCC-1200's have been entered in the system and are either approved, canceled, or disapproved in the "Status" column of the EEB715-R001 report. (Refer to paragraph 411 C of 2-CONSV.) Note: For all CCC-1200's that you have not been advised by NRCS to approve, cancel or disapprove, defer until NRCS advises otherwise. • A CCC-1245 Status Report (EEB810-R001) for all control numbers according to paragraph 252 of 2-CONSV and verify that all CCC-1245's for practices scheduled for implementation in the current year have been created in the software system. Also verify that all canceled CCC-1245's have been canceled in the system. (Refer to paragraph 411 D of 2-CONSV.) • A Sequential Ledger Entry Report EEB425-R007 for all EQIP fund codes and a Sequential Ledger Entry Report for the 055001/2003 GRP fund code and verify that all contracts approved in the current FY have contract approval entries posted with a County Committee approval date and that the current balance for each column is correct. <u>There should be no balance available amounts on 2003 FY EQIP or GRP ledgers!</u> (Column 4 on Report EEB-425-R007 must match column 4 on Report EEB425-R008.) Also make certain that all earnings and refunds have been posted and agree with payments/refunds in the accounting files. • Sequential Contracts Report EEB425-R008 for all EQIP fund codes and GRP fund code 055001/2003 verify that the amount in the "Contract Balance" column on the EEB715-R001 for each approved contract matches the amount in column 4 on Report EEB425-R008. (Refer to paragraph 411 E of 2-CONSV.)
Between September 30 th and Fiscal Year Rollover	You will not be able to access CCC-1200's, CCC-1245's, or ledgers. Monthend progress reports need to have been automatically queued and printed. You may also print ledger reports during this time.

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Date	Activity
October 1, 2003	<ul style="list-style-type: none"> • Make certain the September 30th monthend progress reports have been queued before performing rollover. Read the computer printout and make certain that the monthend progress report has an "as of September 30, 2003" date before going any further. If it does not, call the State Office. <ul style="list-style-type: none"> • Note: Do not delete the ACP-305 file for any reason. • Before you complete the FY rollover process you will need to: <ul style="list-style-type: none"> • Prepare an <u>initialized</u> tape cartridge for each County that is processed on the system. • Backup the T.EE.TBL file. There will be only 1 T.EE.TBL file per system (no matter how many counties your computer system processes). See Exhibit 3 of this notice for instructions. • Follow paragraph 413 of 2-CONSV to complete the FY rollover for each County file group processed on the system. Make sure that all the activities for September 30th and the queuing of the monthend progress reports have been completed before you perform the rollover. • After the tape of backup files is properly labeled during the rollover process, press "Enter" and print new FY reports and the allocation reduction report. <ul style="list-style-type: none"> • Note: 2 copies of the EQIP and GRP allocation reduction report will be printed. File 1 of these reports in the County Office files <u>and fax the other copy to the State Office by October 6, 2003.</u> This report can not be printed after rollover is completed. • Do the rollover follow-up activities that are listed in Paragraphs 415 A through 415 G of 2-CONSV. <p>Proceed with new FY activities for EQIP and GRP.</p>

Instructions for Backing up T.EU.TBL and T.EE.TBL Files Before Fiscal Year Rollover

During the conservation rollover process, all CRES and CCC data files will automatically be backed up **except** the T.EU.TBL and T.EE.TBL files.

On October 1, 2003, or AFTER the Monthend Progress Reports (ACP-305's) as of September 30, 2003, are automatically queued, and BEFORE initiating rollover, you need to take the following actions:

- You will need an initialized tape cartridges for each county processed.
- Insert the 1st tape into the System 36 drive and on the Menu FAX250 command line type:

SAVE T.EU.TBL,999,,C05xxx,TC (enter)

Note: Replace the "xxx" in the above command with your county code. If you receive message SYS-1493, take Option 0 and it will go on.

- After backing up the first file go back to the FAX250 menu and type on the command line:

SAVE T.EE.TBL,999,,C05xxx,TC (enter)

Note: Replace the "xxx" in the above command with your county code. If you receive message SYS-1493, take Option 0 and it will go on.

- Make certain you keep a catalog of the type to make sure both files were processed successfully.
- Label the tape cartridge "SAVE of T.EU.TBL Prior to FY2004 Rollover" and "SAVE of T.EE.TBL Prior to FY2004 Rollover". Keep the tape for at least 90 days.
- You will now be ready to start the rollover procedures.